



DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

July 2, 2014

To: All Interested Consultants

Subject: **REQUEST FOR PROPOSAL (RFP)**

Project: **Noyes Park and Pulaski Park**
Swimming Pool Building Renovations

Project No.: P399-14621/P399-14620

Proposal Due: July 22, 2014 – 2:00 pm

The Milwaukee County Parks, Recreation, and Culture and the Department of Administrative Services (DAS) is requesting proposals for professional consulting services to provide design, construction document, bidding, and construction administration services for the combined **Noyes Park Swimming Pool Building Renovations** and the **Pulaski Park Swimming Pool Building Renovations** projects. The Noyes Park project location is at 8235 West Good Hope Road, Milwaukee, Wisconsin. The Pulaski Park project location is at 2701 South 16th Street, Milwaukee, Wisconsin. Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for water conservation, waste management/recycling and the quality of indoor environment. The County will require that such strategies be explored in the design of this project.

I. BACKGROUND

1. Building assessments were completed of the existing Noyes Park Swimming Pool Building and the Pulaski Park Swimming Pool Building in 2010 by a Consultant Team lead by Kahler Slater Architects as part of the planning for proposed aquatic center pool additions. The aquatic center pool addition projects were cancelled and only a few of the recommended repairs to the existing buildings proceeded since 2010. This Request for Proposal addresses a select number of renovations to the existing buildings as itemized in the following sections. Copies of the building assessment reports dated September 7, 2010 are included as attachments to this RFP.

II. GENERAL PROJECT DESCRIPTION

The general scope of selected building renovations at **Noyes Park Swimming Pool Building** includes the following:

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1. Noyes Exterior Enclosure Renovations

- a. Install new brick weep openings at the top and bottom of all brick masonry wall sections.
- b. Replace masonry control joint sealants.
- c. Replace through-wall flashings at steel lintels. Repaint steel lintels.
- d. Tuckpoint brick masonry.
- e. Paint and service exterior overhead door.
- f. Replace severely damaged hollow metal doors and frames.
- g. Replace glazing gaskets at clerestory windows.
- h. Install end dams at clerestory window sill flashings.

2. Noyes Interior Renovations

- a. Repaint Pool Room metal roof deck and steel trusses.
- b. Repaint exposed metals in the public sections of the building.
- c. Revise or replace balcony guard rail to meet current code requirements.
- d. Upgrade public Locker Rooms for accessibility, including accessible route, accessible shower in public Shower Room, accessible water closet, and accessible lavatory.
- e. Install ADA compliant swimming pool lift.
- f. Install ceiling closure system between Locker Rooms/Storage Room and Pool Room.

3. Noyes Mechanical System Renovations

- a. Replace Pool Room air handler and all controls.
 - Add dehumidification system.
 - Add low return air duct system.
 - Add forced air supply at clerestory windows over Locker Rooms/Storage Room.
- b. Replace Locker Room air handler and all controls.
- c. Replace Staff Area roof-top air conditioning unit and all controls.
- d. Install new ventilation system in Filter Room with makeup air.
- e. Install new ventilation system in Chlorine Room with makeup air.
- f. Replace Boiler Room ventilation system.
- g. Replace three (3) power roof ventilators and controls.
- h. Install new controls on four (4) existing power roof ventilators.
- i. Upgrade and rebuild two existing boilers.
- j. Clean and tune-up two existing boilers.

4. Noyes Electrical System Renovations

- a. Replace four (4) electrical panels in Filter Room.
- b. Repair/replace exit lighting system components where necessary.
- c. Repair/replace emergency lighting system components where necessary.

The general scope of selected building renovations at **Pulaski Park Swimming Pool Building** includes the following:

1. Pulaski Exterior Enclosure Renovations

- a. Install new weep openings at top and bottom of all brick masonry wall sections.
- b. Replace masonry control joint sealants.
- c. Replace through-wall flashings at steel lintels. Repaint steel lintels.
- d. Tuckpoint brick masonry.

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- e. Paint and service exterior overhead door.
- f. Replace severely damaged hollow metal doors and frames.
- g. Replace corroded metal roof deck and roofing system at Garage.
- h. Replace glazing gaskets at clerestory windows.
- i. Install end dams at clerestory window sill flashings.

2. Pulaski Interior Renovations

- a. Repaint exposed metals in the public sections of the building.
- b. Revise or replace balcony guard rail to meet current code requirements.
- c. Upgrade public Locker Rooms for accessibility, including accessible route, accessible shower in public Shower Room, accessible water closet, and accessible lavatory.
- d. Install ADA compliant swimming pool lift.
- e. Install ceiling closure system between Locker Rooms/Filter Room and Pool Room.
- f. Repaint swimming pool basin.
- g. Remove and replace floor slab in garage. Install new floor drain.

3. Pulaski Mechanical System Renovations

- a. Replace Pool Room air handler and all controls.
 - Add dehumidification system.
 - Add low return air duct system.
 - Add forced air supply at clerestory windows over Locker Rooms/Filter Room.
- b. Replace Locker Room air handler and all controls.
- c. Install new ventilation system in Filter Room with makeup air.
- d. Install new ventilation system in Chlorine Room with makeup air.
- e. Replace Boiler Room ventilation system.
- f. Install new controls on seven (7) existing power roof ventilators.

4. Pulaski Electrical System Renovations

- a. Replace two (2) electrical panels in Filter Room.
- b. Repair and re-secure electrical panels in Garage.
- c. Repair/replace exit lighting system components where necessary.
- d. Repair/replace emergency lighting system components where necessary.

III. CONSTRUCTION COST BUDGET

1. The construction cost budget for the Noyes Park Swimming Pool Building Renovations project is **\$810,000**.
2. The construction cost budget for the Pulaski Park Swimming Pool Building Renovations project is **\$830,000**.
3. After the Consultant Team completes the Schematic Design Phase services, including estimates of probable construction costs, the Milwaukee County Parks Staff and Milwaukee County Architectural and Engineering Staff will select which renovation scope items will proceed into the design development phase, based upon the construction cost budgets.

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IV. SCOPE OF CONSULTANT SERVICES

The successful Consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services - Type "A" Agreement. (A copy of the Type "A" Agreement is attached).

1. GENERAL REQUIREMENTS

- a. The Prime Consulting firm shall assemble a Design Project Team to perform all design, construction document, bidding, and construction administration services necessary to complete the selected renovations to the Noyes Park and Pulaski Park Swimming Pool Buildings. If "in-house" staff personnel are not available, the Prime Consulting firm shall augment their Project Team with design sub-consultants, which may include but are not limited to the following: architectural, structural, mechanical (HVAC), electrical, and plumbing.
- b. Schedule, attend, and facilitate a project design kick-off meeting and be prepared to attend periodic meetings to review the project status with the County's Project Team and other invitees as necessary to address planning and design issues.
- c. Design work shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Evaluate sustainable design alternatives, where applicable, to determine the feasibility of incorporating the alternatives into the project. The evaluation should include a comparison of construction costs, annual operating costs, and other non-fiscal benefits of each option considered. In the Constant Effort spreadsheet, break out any additional analyses required to evaluate and design these elements. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.
- d. Submit a total of three (3) sets of various reports, manuals, and plans for review and comment at each level of project development.
- e. Provide agency coordination for all plan reviews and permits required. Consultant Team shall submit applications and pay plan review fees as a Reimbursable Expense.
- f. Assist in identifying qualified Contractors for bidding.

2. BASIC SERVICES

- a. The **Programming Phase** of this project has been completed via previous facility studies and through facility evaluations by Milwaukee County Staff.

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- b. The **Schematic Design Phase** of this project shall be per Articles 3.2 of the Type A Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
- i. conducting site visits to document existing conditions and to meet with and interview Milwaukee County Staff,
 - ii. determining regulatory issues and permits required,
 - iii. investigating relevant product manufacturers, materials, warranties, and design alternatives that are applicable to the building renovations,
 - iv. exploring strategies to incorporate energy conservation elements into the design of the renovated areas,
 - v. providing structural analysis of the existing building's structure as needed for the new mechanical equipment,
 - vi. preparing schematic design option drawings for the renovation items,
 - vii. preparing estimates of probable construction costs for each schematic design option, and
 - viii. submitting the Schematic Design Phase documents for the Owner's review.
- c. The **Design Development Phase** of this project shall be per Article 3.3 of the Type A Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
- i. field verification and documentation of existing conditions,
 - ii. developing AutoCAD design drawings for the renovations, based on the selected schematic design options, showing relevant dimensions and details,
 - iii. finalizing selection and obtaining Owner approval of proposed materials and finishes,
 - iv. providing an updated estimate of probable construction costs,
 - v. submitting the Design Development Phase documents for the Owner's review, and
 - vi. providing a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. Two reports shall be provided during the course of the project. The first report shall be provided at the completion of the design development phase and the second at substantial completion (see below). Reports shall be a narrative format. Items to be addressed shall include (but are not limited to):
 - A description of equipment, systems or materials to be used that will reduce energy consumption.
 - A description of any alternatives that were considered and compared using a life-cycle cost analysis.
 - A description of equipment, systems or materials to be used that will reduce potable water consumption.
 - A description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges.

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- A description of equipment, systems or materials to be used that will reduce negative impacts on indoor air quality, e.g., low-VOC paints, coatings and adhesives.
 - Indicate a goal for minimum % of materials containing recycled content.
 - Indicate plans for recycling construction waste and the goal for minimum % of waste to be recycled.
- d. The **Contract Documents Phase** of this project shall be per Article 3.4 of the Type A Consultant Agreement for Professional Services. In addition, the required deliverables shall include the following:
- i. three (3) sets of construction drawings and one (1) set of technical specifications for review by Milwaukee County at approximately 80% complete,
 - ii. three (3) sets of construction drawings and one (1) set of technical specifications for review by Milwaukee County at 100% completion, and
 - iii. a final estimate of probable construction costs.
- e. The **Bidding Phase** of this project shall be per Article 3.5 of the Type A Consultant Agreement for Professional Services.
- f. The **Construction Phase** of this project shall be per Article 3.6 of the Type A Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
- i. attending one (1) preconstruction meeting and twice a month construction progress meetings. (Milwaukee County Staff will facilitate these meetings and will also prepare and distribute meeting notes, and
 - ii. conducting twice a month on-site observations of the work, and preparing and distributing written Field Notes for each site visit. (At least one site visit shall be conducted by each discipline prior to substantial completion).
- g. At **Substantial Completion** the design-consultant shall provide a second a written summary of the project features that adhere to LEED design criteria. The summary shall provide specific quantitative information for the items listed in the design development report. Items to be addressed shall include (but are not limited to):
- Estimated energy savings (on an annual basis, in units of energy) resulting from the use of energy-efficient equipment or systems selected for this project, as compared to pre-construction conditions.
 - Estimated water savings (on an annual basis, in units of gallons or cu ft) resulting from the use of more efficient equipment or systems selected for this project, as compared to pre-construction conditions.
 - Major materials that have significant amount of recycled content (provide approx quantities).

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- h. The **Post-Construction Phase** shall include, upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Consultant Team shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

V. QUALITY CONTROL

- a. The Milwaukee County Department of Administrative Services is required by County policy to monitor and track quality control of design and construction projects.
- b. The Milwaukee County Department of Administrative Services; Facilities Management Division; Architectural, Engineering, & Environmental Services Section will track, categorize and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the Consultant Team are expected to result in minimal changes in construction due to contract document errors and/or omissions in the Bid Documents.
- c. Milwaukee County reserves the right to request partial or full reimbursement from the Consultant Team for change orders resulting from errors and omissions in the services they are contracted to provide.

VI. PROJECT TIMETABLE

- **July 2, 2014** Issue Request for Proposal (RFP)
- **July 9, 2014** Pre-Proposal Meeting & Tour – 2:00 pm – Pulaski Swimming Pool
- **July 10, 2014** Pre-Proposal Meeting & Tour – 2:00 pm – Noyes Swimming Pool
- **July 22, 2014** Proposal Due - 2:00 pm – Milw. County City Campus, AE&ES Section Office – 2nd Floor
- **July 28, 2014** Consultant Team Interviews (if required)
- **July 30, 2014** Milwaukee County Selection Committee Selects Consultant
- **August 2014** Negotiate and Execute a Contract with Prime Consultant
- **Aug. 22, 2014** Consultant Agreement Signed & Notice-to-Proceed Issued
- **Nov. 2014** Construction Document Completion
- **Dec. 2014 – Jan. 2015** Construction Bidding and Contract Negotiations

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- **February 2015** Anticipated Construction Start – Pulaski Park Swimming Pool
- **April 2015** Anticipated Construction Start – Noyes Park Swimming Pool
- **June 2015** Anticipated Construction Completion

VII. PRE-PROPOSAL MEETING & FACILITY TOURS

Mandatory: July 9, 2014 – 2:00 pm – Pulaski Park Swimming Pool
and
July 10, 2014 – 2:00 pm – Noyes Park Swimming Pool

VIII. RELATED WORK BY OTHERS

1. Milwaukee County AE&ES Section will provide AutoCAD files of the Noyes Park Swimming Pool and Pulaski Park Swimming Pool buildings. Available DWG files include foundation plans, first floor plans, second floor plans, roof plans, and exterior elevations. Consultant Team shall verify accuracy of AutoCAD plans with existing building construction.
2. Milwaukee County AE&ES Section will provide copies of the original construction drawings of the Noyes Park Swimming Pool and Pulaski Park Swimming Pool Buildings.
3. Milwaukee County DAS will provide hazardous material removal if encountered on the project site.
4. Milwaukee County DAS will provide topographic surveys of the project site as may be required by the Consultant Team to describe existing site conditions and determine proposed design and construction solutions.
5. If required, Milwaukee County DAS will retain the professional services of Geotechnical Engineers or other special consultants as required to provide subsurface investigation of the project site.
6. The Consultant shall recommend to the Owner the obtaining of any additional special investigations, surveys, tests, analysis, and reports beyond the scope of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type A agreement, as may be necessary for the proper execution of the Consultants services.
7. Milwaukee County AE&ES Section will prepare the “front end” contract documents with coordination assistance from the Consultant Team. Technical specifications shall be prepared by the Consultant Team. Milwaukee County will also assemble the Project Manual, print the contract documents, advertise the project, and distribute the contract documents for bidding..

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IX. PROPOSAL CONTENT

The Proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (see Attachment 1) and the following information:

1. **Cover:** Include project number, project name, project location, Prime Consultant's name, address, telephone number, FAX number, e-mail address, and proposal date.
2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Cover Letter:** Include the name and description of the Consultant Team submitting the proposal briefly stating the proposer's understanding of the services to be provided. Proposers shall acknowledge the receipt of any amendments to the Request for Proposal.
4. **Organization Description:** Include a brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification, or registration.
5. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past ten (10) years. Experience in the design of indoor aquatic facilities, indoor aquatic facility mechanical systems, and masonry system renovations is required. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a brief description of your firm's experience with sustainable design, green buildings, or related work including but not limited to:
 - recycled content and sustainable building product selection,
 - waste reduction strategies, and
 - use of USGBC LEED rating system to guide project design
6. **Team Organization and Staff Experience:** Include an organizational structure of the Project Team, including the relationship of the Sub-Consultants to be used for this project. The name of the Principal-in-Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of the Staff's experience with sustainable design or related work. Include names of project team members that are LEED-AP (accredited professionals).
7. **Alternate Principal-in-Charge:** Include the name of an alternate Principal-in-Charge in the event that the originally declared Principal-in-Charge is not able to fulfill their duties. Milwaukee County DAS-FM also reserves the option to select an

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Alternate Principal-in-Charge.

8. **Sub-Consultants:** Indicate the names and addresses of any Sub-Consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
9. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is **25%**. The proposal must list names and addresses of the DBE firms used, the tasks performed by them, and the percentage of the work performed by them. For assistance, contact the Milwaukee County Community Business Development Partners (CBDP) office at 414-278-5248. (Milwaukee County Forms DBE-02 and DBE-14, which are included in the attached Type "A" Agreement, are to be submitted with the Proposal). All proposed DBE Firms must be Milwaukee County certified at the time that the proposal is submitted. If Consultant Team does not propose to meet the 25% goal, the Certificate of Good faith Efforts (Milwaukee County Form DBE-01, which is attached) must be included with the Proposal, or the Proposal may be considered unresponsive.
10. **Project Approach:** Provide a description of the approach your Team proposes to use for this project. Include architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
11. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent on each required task to complete the project as described in this RFP.
12. **Scheduling:** Provide a bar chart form schedule indicating a sequenced timetable, with relationship of tasks, which are necessary to complete the project, based on the schedule provided in this RFP. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the Consultant Team cannot meet the proposed schedule.
13. **Quality Control:** Submit a contract document "quality control plan", indicating the names of the individuals who will be completing the quality control reviews at each phase of the design project. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
14. **Fee Proposal:** The fee for this project shall be clearly stated, as a lump sum fee for all required services, on the attached 'Consultant Fee Proposal Form'. A dollar amount for reimbursable items as described in the Proposal should also be clearly stated on the 'Consultant Fee Proposal Form'.

X. PROPOSAL EVALUATION

See Section XV of the Milwaukee County Proposal Preparation, Submission and

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Evaluation Guidelines for the evaluation criteria. Proposers must recognize that this is not a bid procedure, and a Professional Services Agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

XI. GENERAL REQUIREMENTS

1. The successful Consultant and/or any Contractor affiliated with the prime Consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. The successful Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County Department or with an agency funded and regulated by a County Department, may make a campaign contribution to any County Official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County Department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or Departmental approval.
3. The successful Consultant must be an Equal Opportunity Employer.
4. The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification, or additional information will be given.
5. Proposals must respond to each component as listed in Section IX Proposal Content, in order, as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document. Limited use of 11" x 17" foldout pages is acceptable.
7. All costs for preparing a proposal, attending the pre-proposal meeting, attending a selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
8. With the signing and submission of a Proposal, the submitting Consultant certifies that the standard terms and conditions of the Consultant Agreement for Professional Services Type A (which will be used to contract with the selected Consultant) has been read and understood and that the submitting Consultant is ready, willing and

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able to sign the agreement when requested without making any substantive changes.

XII. PROPOSAL SUBMISSION REQUIREMENTS

1. Submit five (5) copies of the Proposal in a single envelope. Envelope must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Envelopes that are not properly identified or received after the time and date noted above will be rejected.
2. Please submit copies of the Proposal no later than **2:00 P.M. on Tuesday, July 22, 2014** to **Mark Rapant, AIA, P.E.** - Project Manager, City Campus, 2711 W. Wells Street, 2nd Floor Milwaukee, Wisconsin, 53208 (Telephone: (414) 278-4819, FAX: (414) 223-1366; email: Mark.Rapant@milwaukeecountywi.gov).

Please direct any questions regarding this RFP to Mark Rapant at the above address, FAX number, or email address.

Sincerely,


Mark J. Rapant, AIA, P.E.
Project Manager

Attachments: (or available on County website)

- 1) Consultant Fee Proposal Form (1 page)
- 2) Proposal Preparation, Submission and Evaluation (4 pages)
- 3) Pulaski Indoor Family Center Building Assessment July 7, 2010 (35 pages)
- 4) Noyes Indoor Family Center Building Assessment July 7, 2010 (36 pages)
- 5) DBE-01 Certificate of Good Faith Efforts (6 pages)
- 6) Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services - Type "A" Agreement (44 pages)

cc: Greg High - DAS-FM
Jim Keegan - Parks
Jill Organ - Parks
Gary Drent - DAS-FM
William Banach - Principal Architect, DAS-FM
Mark Rapant - Project Manager, DAS-FM
Brian Engel - DAS-CBDP

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Attachment 1

CONSULTANT FEE PROPOSAL FORM

I. BASIC SERVICES (Include services of all needed Subconsultants)

LUMP SUM fee:

\$ _____

(_____)

II. REIMBURSABLE EXPENSES

ACTUAL COST:

\$ _____

(_____)

III. ADDITIONAL SERVICES (Include services of all needed Subconsultants)

LUMP SUM fee:

\$ _____

(_____)

IV. PRINCIPAL-IN-CHARGE

Name of Principal: _____

Architect or Engineer's Wisconsin Registration No.: _____

Other Wisconsin Registration No.: _____

Flat Hourly Rate for Principal \$ _____

Firm Name

Authorized Signature

Title

Date

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Attachment 2

PROPOSAL PREPARATION, SUBMISSION & EVALUATION GUIDELINES

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by Milwaukee County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the site, statement of work, and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;

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- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements;
- D. Copies of any current license, registration or certification required in RFP; and
- E. If the offeror is a partnership of joint venture, names of general partners or joint ventures.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

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XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to the Request for Proposal in their proposal Cover Letter. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

The following list of general criteria will be used to evaluate the Proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 30%
- d. Fee and hourly rates. Weight: 15%.
- e. Quality and responsiveness of DBE participation. Weight: 5%

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Milwaukee County..

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training

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- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

XVII. Sample Constant Effort Spreadsheet

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSE S	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE